

Quickstart to Library Services for Cambridge College Students August, 2009

Welcome to Cambridge College! Before long, you will get assignments requiring library research. Here's how to enter our library and get instructions for using it:

Cambridge College Online Library (CCOL) provides an extensive collection of full-text articles from thousands of scholarly journals and books, live reference librarian support 24 hours every day, and instruction and resources for doing research in all our subject areas. It's free and always available for all currently registered students.

- **To enter and use the Cambridge College Online Library**

- Log in to your individual homepage on the MyCC portal
- Click the "Academics" tab (top circle) and you should get something like this page (everyone's page looks different):

The screenshot shows the MyCC Portal Academics page. The top navigation bar includes tabs for Home, Admission, Academics, Advising, Faculty, Finances, MyCC News, Resources, Helpdesk, Staff Resources, and Personal. The Academics tab is circled. Below the navigation bar, there is a welcome message for Maida Tilchen and a breadcrumb trail: You are here: Academics > Home. The main content area is divided into several sections: Course Evaluations (with a message that the user is not authorized), Academic Resources (with links to Academic Catalog and How to use CCOL Handbook), and Cambridge College Online Library (with a link to Library circled). There are also sections for All My Courses and Academic Calendar.

- Click "Library" (lower circle above)
- This should take you to the CCOL HOME page "Cambridge College Online Library" which looks like this:

The screenshot shows the Cambridge College Online Library (CCOL) homepage. The top navigation bar includes the Cambridge College logo and the text "Cambridge College Online Library (CCOL)". There is a "GO TO CCOL HOME page" link. The main content area is divided into several sections: a search bar with the EBSCO HOST logo and a "Find It Fast" section with a search input field and a "Search" button. Below the search bar, there are two columns of links: "How to Use Cambridge College Online Library Handbook", "Technical Support", "Direct to Databases", "Instructions & Help", "Research Tools", "Research Starters by Subject", and "Give Your Opinion". On the right side, there is a "Library News Blog" section with recent posts, including "Dissertations Database Training Webinar" and "120 free PDF books, mostly in management and science, on Facebook".

If you do not get to that page, please call Cambridge College Technical Support at 1-800-877-4723 x 1159 or see info at <http://www.cambridgecollege.edu/it/>

For instructions for using CCOL, traditional libraries, and library research skills, plus suggestions for starting your research in various subject areas:

- From the CCOL HOME page, click the link “How to Use Cambridge College Online Library Handbook”
- This link can also be found at <http://www.cambridgecollege.edu/library/research.cfm>
- Read the “How to Use Cambridge College Online Library Handbook” online, or download and print it

Traditional Library Information:

Cambridge College has special arrangements with academic libraries at some of our various campuses and sites. At other sites, local libraries open to the public are recommended.

For traditional library information for your local campus site:

- on the CCOL HOME page, click *Instructions & Help*
- click the *Traditional Local Library Info* link
- or go to the Traditional Library Skills section of <http://www.cambridgecollege.edu/library/research.cfm>

If you want help locating an appropriate traditional library in your locality, or for further questions about Cambridge College library resources and services, contact Maida Tilchen, Project Manager for Library Services at

email: maida.tilchen@cambridgecollege.edu voicemail: 1-800-877-4723 x1730